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17 August 1948

MEMORANDUM FOR DIRECTOR

SUBJECT: Storage of Vital Documents - First Meeting of Committee appointed to report thereon

1. The first meeting of the Committee appointed by your memorandum of 3 August was held on 16 August 1948, with representation by all indicated offices.

2. Discussion promptly brought out the generally expressed belief that a recommendation as to storage of vital documents for use after destruction of Washington headquarters would be of no value unless it also offered suggestions as to the manner in which the documents might then be put to use. It would be futile to put documents in safekeeping against an evil day, no matter how vitally important they might be, unless steps were also taken to ensure that surviving personnel knew where they were, what they were, and how to use them. This would involve prompt reestablishment of a chain of command following destruction of CIA facilities and personnel in Washington.

3. Three subcommittees were appointed, to report to the full committee on Monday, 23 August:

a. Subcommittee A will report on measures to reestablish a chain of command, and develop communication between district offices of the Office of Operations, following a disaster in Washington. Representatives of OO, I&S and A&M will serve on this subcommittee.

b. Subcommittee B will report a priority list for documentary materials which, as nearly as can be foreseen, will be of outstanding value to a successor organization following destruction of CIA in Washington. ONE, OCD and ICAPS will serve on this subcommittee. The ICAPS member will attempt to ascertain what materials are being given safe storage by other IAC agencies in order that CIA may not duplicate their efforts.

c. Subcommittee C, consisting of OSO representatives, will report on emergency measures to reestablish OSO lines of communication following disaster to Washington Headquarters.

JAMES M. ANDREWS
Assistant Director

(Office of Collection and Dissemination)

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